



Texas Higher Education
COORDINATING BOARD
Strategic Planning and Funding

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

Julie A. Eklund, Ph.D.
Assistant Commissioner
Strategic Planning and Funding
512/427-6533
julie eklund@thehb.state.tx.us
FAX: 512/427-6147

Jenna Cullinane Hege, Ph.D.
Deputy Assistant Commissioner
Strategic Planning
512/427-6148
jenna.cullinanehege@thehb.state.tx.us
FAX: 512/427-6147

David Young
Senior Director
Funding
512/427-6139
david.young@thehb.state.tx.us
FAX: 512/427-6147

Linda L. Hargrove, Ph.D.
Director
Research and Evaluation
512/427-6122
linda.hargrove@thehb.state.tx.us
Fax: 512/427-6147

Thomas E. Keaton
Director
Funding and Resource Planning
512/427-6133
thomas.keaton@thehb.state.tx.us
FAX: 512/427-6147

Victor Reyna
Director
Educational Data Center
512/427-6286
victor.reyna@thehb.state.tx.us
FAX: 512/427-6147

Memorandum

March 27, 2019

To: CTC Chief Reporting Officials; CTC Institutional Research Directors; CTC Registrars; CTC Liaisons

From: Julie A. Eklund

Subject: *Perkins V* Reporting and FY 2020 Manual Updates

On July 31, 2018, the *Strengthening Career and Technical Education for the 21st Century Act* (also referred to as *Perkins V*) was signed into law. The Texas Higher Education Coordinating Board (THECB) has worked with the United States Department of Education and other states this winter to refine definitions and discuss methodologies for the implementation of new federal data reporting requirements outlined in the law. These changes will necessitate additional data collection for FY 2020 reporting.

Manual Updates

The new law requires several changes to the list of special populations reported in the following reports: CBM001, CBM00A, and CBM0E1. Special population groups will be added to these reports, including: homeless individuals, youth who are in or have aged out of the foster care system, out-of-workforce individuals, and youth with a parent who is a member of the armed forces and is on active duty.

Our fall 2018 memo contained instructions for reporting all developmental education hours (funded and non-funded). Two-year institutions require an additional item option on the CBM00S to report developmental education hours taken by students that have yet to graduate high school as per TAC §9.146 and §9.125.

Additionally, minor edits will be made to the special population groups: "limited English proficiency" and "single parents." "Limited English proficiency" will change to "English learner," and "single parents" will add single pregnant women to the current single parent definition. Finally, the category "displaced homemaker" will be deleted, as this population will be subsumed under the "out-of-workforce individuals" population.

A document with detailed definitions stated or referenced in the *Perkins V* law is attached, and a list of reports and items that will be affected by the context provided above is included below.

Upcoming Item Additions:

Institution Type	CBM Manual	Item #	Description
Community Colleges	CBM001, CBM00A, CBM0E1	22H	Out-of-Workforce Individuals
Community Colleges	CBM001, CBM00A, CBM0E1	22I	Homeless Individuals
Community Colleges	CBM001, CBM00A, CBM0E1	22J	Foster Youth
Community Colleges	CBM001, CBM00A, CBM0E1	22K	Youth with Active Duty Military Parent

Upcoming Item Changes:

Institution Type	CBM Manual	Item #	Description
Community Colleges	CBM001, CBM00A, CBM0E1	22D	Limited English Proficiency (LEP) will change to English Learner
Community Colleges	CBM001, CBM00A, CBM0E1	22G	Single Parent will add single pregnant women
Community College	CBM00S	21	High School Credit Status

Upcoming Item Deletions:

Institution Type	CBM Manual	Item #	Description
Community Colleges	CBM001, CBM00A, CBM0E1	22F	Displaced Homemaker

Finally, I'd like to personally thank all institutional reporting staff for the improvements we observed in timely reporting of data this past fall. As a reminder, the following schedule will be followed this spring for notifying chief reporting officials, institutional liaisons to the THECB, and presidents regarding overdue data submission. As noted, adjustments may be made for schools in the 8 week pilot.

1. The EDC Data Analyst will telephone or email the Reporting Official if there has been no initial submission of a specific report within 2 weeks of the due date or if a specific report is not received within two days after the certification date.

2. An email from the Director of the Educational Data Center will be sent to the Chief Reporting Official if the report has not been received and certified by April 1st.

3. An inquiry letter will be emailed to the THECB liaison from the Assistant Commissioner if the report has not been received and certified by April 8th. The Chief Reporting Official will be copied.

4. A letter indicating that the certification of the CB report is delinquent will be emailed to the President from the Assistant Commissioner if the report has not been certified by April 15th.

If you have any questions regarding any other area of CBM reporting, please contact Victor Reyna by email at Victor.Reyna@theeb.state.tx.us or by phone at 512-427-6286.

Attachments

SPF/vr/bb

Definitions in or referenced in the *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*:

Armed Forces

Excerpt from section 101(a)(4) of title 10, United States Code:

The term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Active Duty

Excerpt from section 101(d)(1) of title 10, United States Code:

The term "active duty" means full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

The full law can be accessed through the following link:

<https://codes.findlaw.com/us/title-10-armed-forces/10-usc-sect-101.html>

English learner

Excerpt from *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*:

The term 'English learner' means—

(A) a secondary school student who is an English learner, as defined in section 8101 of the Elementary and Secondary Education Act of 1965; or

(B) an adult or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language and— (i) whose native language is a language other than English; or (ii) who lives in a family environment or community in which a language other than English is the dominant language.

Homeless Youth:

Excerpt from section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a):

(2) The term homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living

in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The full law can be accessed through the following link:

<https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>

Referenced in Text:

Excerpt from section 103(a)(2)(C), United States Code:

"an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground"

The full law can be accessed through the following link:

<http://uscode.house.gov/statviewer.htm?volume=123&page=1664>

Excerpt from Section 1309 of the Elementary and Secondary Education Act of 1965:

(3) MIGRATORY CHILD.—The term "migratory child" means a child or youth who made a qualifying move in the preceding 36 months—(A) as a migratory agricultural worker or a migratory fisher; or (B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher."

The full law can be accessed through the following link:

<https://www2.ed.gov/about/offices/list/oii/nonpublic/eseareauth.pdf>

Out-of-workforce individual

Excerpt from *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*:

The term 'out-of-workforce individual' means—

(A) an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or

(B) an individual who— (i) (I) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or (II) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social

Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (ii) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Referenced in Text:

Excerpt from *Workforce Innovation and Opportunity Act*:

(16) DISPLACED HOMEMAKER.—The term “displaced homemaker” means an individual who has been providing unpaid services to family members in the home and who—

(A)(i) has been dependent on the income of another family member but is no longer supported by that income; or (ii) is the dependent spouse of a member of the Armed Forces on active duty (as defined in section 101(d)(1) of title 10, United States Code) and whose family income is significantly reduced because of a deployment (as defined in section 991(b) of title 10, United States Code, or pursuant to paragraph (4) of such section), a call or order to active duty pursuant to a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code, a permanent change of station, or the service-connected (as defined in section 101(16) of title 38, United States Code) death or disability of the member; and

(B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

The full law can be accessed through the following link:

<https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.pdf>

Appendix

List of Special Populations in the *Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*:

- (A) individuals with disabilities;*
- (B) individuals from economically disadvantaged families, including low-income youth and*
- (C) individuals preparing for non-traditional fields;*
- (D) single parents, including single pregnant women;*
- (E) out-of-workforce individuals; and*
- (F) English learners*
- (G) homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);*
- (H) youth who are in, or have aged out of, the foster care system; and*
- (I) youth with a parent who—*
 - (i) is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code); and*
 - (ii) is on active duty (as such term is defined in section 101(d)(1) of such title).*

The full law can be accessed through the following link:

https://cte.careertech.org/sites/default/files/PerkinsV_September2018.pdf

DATA PROCESSING RECORD LAYOUT

CBM001 and CBM0E1

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code – Always 1'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – 'M' or 'F'	17	1
Item #5	Classification – '1' thru '7' – Numeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/First Time In College – Numeric or blank	31	6
Item #10A	Contact Hours Academic – In-District – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-of-Dist – Leading zeros	41	4
Item #11A	Contact Hours Tech – In-District – Leading zeros	45	4
Item #11B	Contact Hours Tech – Out-of-Dist – Leading zeros	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Aca SCH Not Affected by UG Limit – Leading zeros, two dec	61	4
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	65	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	67	1
Item #13C	Type Major – '1' or '2' or '3'	68	1
Item #15	First Name – Alpha	69	10
Item #17	Middle Name Initial – Alpha or blank	79	1
Item #18	Semester – '1', '2', '3', or '4' – Numeric	80	1
Item #19	Year - YYYY – Numeric	81	4
Item #20	Flexible Entry – Numeric or blank	85	1
Item #22A	Unused	86	1
Item #22B	Unused	87	1
Item #22C	Unused	88	1
Item #22D	Unused	89	1
Item #22E	Unused	90	1
Item #22F	Unused	91	1
Item #22G	Unused	92	1
Item #23	SCH-Dev Ed Not State-funded – Leading zeros, two dec	93	4
Item #24	Inter-institutional Academic CH – Leading zeros	97	3
Item #25	Inter-institutional Technical CH – Leading zeros	100	3
Item #26	Dual SCH of High School Student – Leading zeros, two dec	103	4
Item #27	Academic SCH Affected by UG Limit – Leading zeros, two dec	107	4
Item #28	Developmental Ed SCH (Academic) – Leading zeros, two dec	111	4
Item #29	Total Technical SCH – Leading zeros, two decimals	115	4
Item #30	CH--Developmental Ed Not State-funded – Numeric	119	3
Item #31	Student Intent – '1' thru '7' – Numeric	122	1
Item #32	Non-Disclosure – Numeric	123	1
Item #33	CH Technical Not State Funded – Leading zeros	124	3

CBM001 and CBM0E1, continued

		<u>Beginning Position</u>	<u>Length</u>
Item #34	CH Academic Not State Funded – Leading zeros	127	3
Item #35	SCH Technical Not State Funded – Leading zeros, two dec	130	4
Item #36	SCH Academic Not State Funded – Leading zeros, two dec	134	4
Item #37	Last Name – Alpha	138	20
Item #38	Restricted Program Admission	158	2
Item #39	High School Code	160	6
Item #40	PEIMS Identification Number	166	9
Item #41	Ethnic Origin – Numeric	175	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	176	1
Item #42B	Black or African-American – ‘2’ or blank	177	1
Item #42C	Asian – ‘4’ or blank	178	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	179	1
Item #42E	International – ‘6’ or blank	180	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	181	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	182	1
Item #43	Individual with IDD – Numeric	183	1
Item #43A	Individual enrolled in IDD program – Numeric	184	1
Item #44A	Academically Disadvantaged – ‘1’ or blank	185	1
Item #44B	Economically Disadvantaged Family or Individual – ‘2’ or	186	1
Item #44C	Individual with Disabilities – ‘3’ or blank	187	1
Item #44D	English Learner – ‘4’ or blank	188	1
Item #44G	Single Parent or single pregnant women– ‘8’ or blank	189	1
Item #44H	Out-of-Workforce Individuals – ‘9’ or blank	190	1
Item #44I	Homeless Individuals – ‘A’ or blank	191	1
Item #44J	Foster Youth – ‘B’ or blank	192	1
Item #44K	Youth with Active Duty Military Parent – ‘C’ or blank	193	1

CBM00A

		<u>Beginning Position</u>	<u>Length</u>
Item #1	Record Code - Always ‘A’	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Classification – ‘0’ thru ‘7’ - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – ‘0’ - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	CE Contact Hours - Numeric, leading zeros or zero fill	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	CE Major Program or Educational Focus - Numeric	53	8

Item #13	Unused	61	2
Item #13A	Tuition Exemption/Waiver Code – ‘01’, ‘21’, or blank	63	2
Item #13B	Remote Campus – ‘5’ or blank (TSTC ‘1’ thru ‘3’)	65	1
Item #13C	Type Major – ‘4’ or ‘5’ - Numeric	66	1
Item #14	Unused	67	1
Item #15	Last Name - (Optional) Alpha or blank	68	10
Item #16	First Name Initial - (Optional) Alpha or blank	78	1
Item #17	Unused	79	1
Item #18	Quarter – ‘1’, ‘2’, ‘3’, or ‘4’ - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	C.E. Student – ‘2’	85	1
Item #21	Tuition Status of CEU Students – ‘1’, ‘2’, or ‘3’	86	1
Item #22A	Unused	87	1
Item #22B	Unused	88	1
Item #22C	Unused	89	1
Item #22D	Unused	90	1
Item #22E	Unused	91	1
Item #22F	Unused	92	1
Item #22G	Unused	93	1
Item #23	Unused	94	6
Item #24	Inter-institutional CE Contact Hours - Numeric, zero fill	100	3
Item #25	Unused	103	12
Item #26	Non-Disclosure	115	1
Item #27	CE Contact Hours-Not State Funded – Numeric, leading zeros or zero fill	116	4
Item #28	Ethnic Origin – Numeric	120	1
Item #29	Race:		
Item #29A	White – ‘1’ or blank	121	1
Item #29B	Black or African-American – ‘2’ or blank	122	1
Item #29C	Asian – ‘4’ or blank	123	1
		124	
Item #29D	American Indian or Alaskan Native – ‘5’ or blank		
Item #29E	International – ‘6’ or blank	125	
Item #29F	Unknown or Not Reported – ‘7’ or blank	126	
Item #29G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	127	
Item #30	Individual with IDD – Numeric	128	
Item #30A	Individual enrolled in IDD program – Numeric	129	
Item #44A	Academically Disadvantaged – ‘1’ or blank	130	1
Item #44B	Economically Disadvantaged Family or Individual – ‘2’ or blank	131	1
Item #44C	Individual with Disabilities – ‘3’ or blank	132	1
Item #44D	English Learner – ‘4’ or blank	133	1
Item #44G	Single Parent or single pregnant women– ‘8’ or blank	134	1
Item #44H	Out-of-Workforce Individuals – ‘9’ or blank	135	1
Item #44I	Homeless Individuals – ‘A’ or blank	136	1
Item #44J	Foster Youth – ‘B’ or blank	137	1
Item #44K	Youth with Active Duty Military Parent – ‘C’ or blank	138	1

CTC CBM00S Item Modification

Current Version	Revised Fall End of Semester Reporting 2019
<p>Item #21 High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).</p> <p>0 Not a HS student</p> <p>1 Student is not yet HS graduate, course reported is for dual credit</p> <p>2 Student is not yet HS graduate, course reported is for college credit only</p> <p>NOTE: Examples for a student marked as '0' would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions</p>	<p>Item #21 High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).</p> <p>0 Not a HS student</p> <p>1 Student is not yet HS graduate, course reported is for dual credit</p> <p>2 Student is not yet HS graduate, course reported is for college credit only</p> <p>3 Student is not yet HS graduate, course reported is developmental education consistent with TAC §9.146 (state funded DE) or §9.125 (non-state funded DE)</p> <p>NOTE: Examples for a student marked as '0' would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions</p>